

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 55/2013 (amended/change of closing date)  
**OPENING DATE:** 10/22/13  
**CLOSING DATE:** 11/08/13  
**POSITION TITLE:** Administrative Assistant, FSN-7  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyzstan

**MAJOR DUTIES:** Under the general supervision of the Office Manager the incumbent provides a full range of administrative support and assistance to the Strategy and Program Office and the Technical Offices of the Mission: 1) receives and controls incoming correspondence, forwards to the action office and ensures timely responses occur; 2) maintains time and attendance records for the staff, and coordinates travel and leave schedules; 3) prepares letters, memos, diplomatic notes, cables and related documents; 4) organizes partners' meetings and updates partner contact lists; 5) makes necessary travel arrangements for the team travellers, assists with preparation and processing of travel vouchers; prepares welcome packets for visitors and newcomers; 6) schedules and arranges for the Team events, arranges transportation and escorts visitors; 7) requests for maintenance and supplies for the office; 8) maintains office filing system in accordance with Mission's rules and regulations; 9) monitors program activities, maintains activities status database and a calendar of USAID program events, drafts weekly reports and assists in the drafting of various activity reports; 10) assists in submission of various reports in accordance with prescribed procedures, resolves administrative issues if any; 11) assists with reporting to host country government on program activities ensuring all requirements are met; 12) updates the information package on program activities for briefings and for distribution to the public in coordination with the Public Outreach Team; 13) assists with contractor/grantee registration, maintains, updates and distributes USAID, contractor, Embassy and International Organizations contact information and maintains contractor/grantee location reports and emergency information; 14) provides interpretation and written translations as needed; 15) performs other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

- **Education, Technical ability and experience (55%):** University degree in Public/Business Administration, International Relations, or other related field. Minimum three years of progressively responsible secretarial/administrative management experience with an international development organization and/or a U.S. Government Agency. Sound knowledge of correspondence format and office administrative management general principles and procedures. Comprehensive knowledge of host country political, social and economic situation and national traditions, knowledge and understanding of protocol and the Government of Kyrgyzstan (GoKR) organizational structure to include various Ministries, their internal operations and staffing structures, as well as laws, regulations and procedures on visas, customs clearance, VAT and taxes. Strong analytical and writing skills, attention to details, and ability to present information in clear and concise manner. Excellent organizational, time management skills and ability to problem-solve and efficiently manage multiple competing tasks simultaneously. Strong typing skills and computer proficiency (MS Office – Word, Excel, Power Point, etc.). Ability to write and proof-read in English and Russian with no or minimally few grammar and spelling mistakes.
- **Teamwork/Interpersonal and Communication Skills (30%):** Strong interpersonal relations and communication (oral, written and telephone) skills. Ability to work effectively as a team member in a diverse team environment, maintain customer friendly environment in the office, and maintain collaborative and effective working relationships within the Mission, U.S. Embassy and external contacts. Good judgment, enthusiasm, individual initiative, an ability to work without daily directions and a willingness to work extra time if needed.
- **Language skills (15%):** Fluent (Level IV) English and Russian. Ability to translate complex technical documents from English to Russian and vice versa. Good working knowledge (Level III) of Kyrgyz language is desired.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Fax: (7-727) 2507634; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Friday, November 8, 2013. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.